

CLINTON COUNTY JOB DESCRIPTION

DEPUTY CLERK - PROBATE COURT

All candidates must submit a Clinton County Application for Employment accompanied by a resume, cover letter and references.

Only qualified candidates who are selected for an interview will be contacted.

TITLE: DEPUTY CLERK – PROBATE COURT

EMPLOYEE GROUP: NON-UNION – FULL-TIME

SALARY RANGE: Hire Rate \$34,879 annual

ADDITIONAL INFO: <https://www.clinton-county.org/178/Human-Resources>

APPLICATION DEADLINE: Open until filled

Supervised By: Probate Administrator/Register

Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Probate Register, performs tasks related to the processing of adoptions, estates, guardianships, and conservatorship cases and related matters. Serves as the primary coordinator/liason for hearings under the Mental Health Code. Responsible for setting hearings on delinquent accounts.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Receives, records, and files legal documents related to Probate and Family Division proceedings. Reviews documents for accuracy, completeness, and statutory compliance. Scans and enters information and documents into the computer system. Sets up new files.
2. Provides information to attorneys and the public on the filing of petitions, procedural requirements, prescribed time limits and related matters. Assists individuals at the counter and on the phone with inquiries, filing papers, and probate court requirements. Assists individuals at the counter, directing inquiries for Circuit Court and Friend of the Court.
3. Assists in maintaining case files and ensures that files are ready for court action as scheduled. Assists with copying and distribution of paperwork after hearings.
4. Serves as the primary coordinator/liason for hearings under the Mental Health Code. Receives related documents, schedules hearings, and coordinates procedures with hospital mental health units, other probate courts, attorneys, and other interested parties. Appoints attorneys and processes paperwork following hearings. Coordinates transportation with law enforcement agencies as necessary.

5. Opens and maintains estate, guardianship, and conservatorship files. Processes files, including reviewing initial papers, receipting the filing fee, scheduling hearings, noticing parties, drafting individualized and general orders, and typing documents. Follows up on deficiency notices, including the scheduling of enforcement proceedings and preparation of contempt orders and bench warrants.
6. Receives guardian and conservatorship reports and annual accountings. Reviews documents for accuracy and conformity with statutory and fiduciary requirements. Schedules hearings when necessary and prepares orders as required.
7. Receives and processes small and informal estate paperwork, reviewing papers for compliance and accuracy.
8. Receives and processes adoptions and related matters. Processes files, including reviewing initial papers, receipting the filing fee, scheduling hearings, noticing parties, drafting individualized and general orders, and typing documents. Assists attorneys, adoption agencies, and the public. Processes delayed foreign birth submissions and requests for identifying information on closed adoptions.
9. Sets up and types materials, such as will receipts, forms, orders, and correspondence.
10. Files wills, certifies copies, and performs related tasks.
11. Assumes responsibilities of Probate Administrator/Register when the incumbent is unavailable.
12. Performs any other tasks assigned by the Register or Judge.
13. Performs other duties as directed.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or equivalent and three years of progressively more responsible experience in administrative support in a legal environment.
- The county, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Ability to learn the principles and practices of general office procedures and local, state, and federal laws, rules and regulations governing the operations of the Family and Probate Court Divisions.
- Ability to learn the State of Michigan probate court system and law and court procedures

- Knowledge and skill in reviewing documents for accuracy, maintaining accurate records in both electronic and non-electronic formats, and researching information related to probate filings.
- Skill in assembling and analyzing data, and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrated ability to maintain professional integrity and respect for those requiring court services including the ability to effectively meet and deal with the public.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, children and families and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and the ability to learn new software programs applicable to the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.